

To

The Principal

(College Name)

(College Address)

**Sub : Double Payment And Fee Refund**

Respected Sir/ Ma'am,

I have take admission in Your College in the Program of (Current Major Sub). At (Admission Date). I had to pay double for switching my subject. So I want a refund for the previous subject.

You are requested to approve the previous subject refund as the fee I Submitted. I will be grateful for your this kindness.

Sincerely

Name .....

Mob No .....

Date .....

Admission Code .....